

**COMPETITIVE
DEVELOPMENT GROUP
PROCEDURES**

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NOTE: Use of the masculine pronoun in this set of procedures is grammatical only and does not indicate a gender preference within the Competitive Development Group program.

1. Introduction. These procedures are designed to be a detailed description of all actions and interrelationships required to ensure the Competitive Development Group (CDG) program is a success.

2. Program Description. The CDG program is a three-year developmental-training effort that offers high-potential, board-selected Corps Eligible (CE) Army personnel expanded training and leadership as well as other career development opportunities. CDG members will be centrally managed and assigned to centrally funded developmental positions throughout the acquisition community based upon their individual education, experience, and training needs. CDG members will receive priority access to cross-functional training and advanced leadership and management courses. Graduation from the program will entail successful completion of the requirements identified in an Individual Development Plan (IDP). CDG members will be accessed into the Army Acquisition Corps (AAC) upon graduation from the program or upon selection to a Critical Acquisition Position (CAP), which ever comes first.

3. Objectives. The objectives of the CDG program are to:

- a. Competitively board-select the very best qualified applicants;
- b. Broaden and reinforce the member's leadership and management skills;
- c. Develop leaders representing a broad cross-section of Acquisition Career Fields (ACFs); and to
- d. Expand acquisition experience by one or more ACF, organization, or command element.

4. Membership. Membership consisted of the 25 best-qualified applicants in the first year and 25 in the second year group. As an expanded program, membership will consist of the 30 best-qualified applicants each year starting with year group 1999. With the selection of the third year group in the expanded program, the CDG program will reach its steady state of 90 members.

Members will be selected from those applicants who have been accepted as CEs prior to the CDG program application deadline, as well as current members of the AAC who can laterally transfer into Broadband III, of the Technical Management/Business Management Professional career path, Acquisition Workforce Personnel Demonstration Project. The members will be provided centrally managed education, experience, and training opportunities designed to provide career and leadership development opportunities in a structured, highly visible, three-year program.

Once a CDG program applicant is selected into the program, he is transferred onto the U.S. Army Acquisition Executive Support Agency (AAESA) Table of Distribution and Allowances (TDA) in an acquisition developmental position. Should a reduction-in-

force occur while the member is on a CDG program assignment, the AAESA TDA will afford the DDACM greater authority to protect the CDG positions and members.

The CDG program has been developed by the Office of the DDACM and coordinated with the Functional Chief Representatives (FCRs) and commanders. CDG members are centrally managed by Proponency Officers from the Acquisition Career Management Office (ACMO) and Functional Acquisition Specialists (FASs) from the Acquisition Management Branch (AMB) of the U.S. Total Army Personnel Command (PERSCOM).

An IDP will be created for each CDG member. Its focus will be providing the member the education, experience, and training required to fulfill specific developmental needs. The IDP will be designed to achieve the Army Acquisition Corps' (AAC) Quality Achievement Factors (QAFs, Figure 1) and to follow the Civilian Acquisition Career Model, Figure 2. This will make the CDG member more competitive for a CAP. Although promotions are not part of the program, the experience and exposure gained through participation in the program should substantially enhance the member's competitive standing among his peers. It is the intent of the DDACM that CDG members be prepared for promotion at any time during and at the conclusion of the three-year period.

5. Definition of Success. Successful completion of the CDG program entails achievement of the goals identified in each member's IDP over a three-year period or successfully competing for a promotion into a CAP.

6. Basic Program Structure. The 30 best-qualified applicants will be selected by a PERSCOM board using Headquarters, Department of the Army (HQDA) policies and procedures as outlined in DA Memo 600-2. Upon selection, CDG members will be reassigned to positions on the AAESA TDA via a generic position description with duty assignments at specific locations based upon their developmental needs and current qualifications. (At this point, their reassignment is permanent. Their losing organizations are free to recruit to fill their vacated positions.) Civilian personnel support will be provided to each CDG member by the Civilian Personnel Operations Center (CPOC) or the Civilian Personnel Advisory Center (CPAC) supporting their assignment location.

7. Civilian Career Program Registration. Individuals selected for the CDG program should maintain current records in those career programs for which they are registered. During their developmental assignment, CDG members should continue to receive referral consideration through the Army Civilian Career Evaluation System (ACCES) if applicable to their career field. Individuals in the Engineers and Scientists (non-construction) or Quality and Reliability Assurance career programs are encouraged to register in the Department of the Army Civilian Announcement Distribution System (DACADS).

Figure 1 - Acquisition Corps Quality Achievement Factors Guide for Career P

FOR GRADE	CERTIFICATION LEVEL	EDUCATION	EXPERIENCE
GS-14	III in primary Acquisition Career Field (ACF) II in secondary ACF	BA/BS + 18 graduate semester hours Army Management Staff College OR Command and General Staff College OR equivalent	Leadership or management experience Operational or field level assignment* Two (2) MACOM, MSC or joint service assignments** HQDA or MACOM HQ assignment
GS-15	III in primary ACF III in secondary ACF	MA/MS/MBA/MPA OR equivalent Continuing Education Units	Supervisory experience, e.g., division or branch chief Two (2) operational or field-level assignments* Two (2) MACOM, MSC or joint service assignments** HQDA or MACOM HQ assignment HQDA or OSD assignment
SES	III in primary ACF III in second ACF III in tertiary ACF	MA/MS/MBA/MPA + Continuing Education Units Senior Service College	Managerial/supervisory experience, e.g., director Two (2) operational or field-level assignments* Three (3) MACOM, MSC or joint service assignments** HQDA or MACOM HQ assignment HQDA or OSD assignment

*Operational/field-level assignments include assignment to or in support of PEO/PM offices, TRADOC System Management Offices, *etc.*

**Joint service assignments include acquisition positions in other DoD and Federal agencies, as well as private industry. Also included are assignments/details in Selection Evaluation Boards and HQDA/MACOM study teams, "Tiger Teams," and special projects. Assignments in PEO offices equate to MACOM assignment commands in selecting assignments for additional career broadening.

***Self-development training includes professional seminars, refresher courses, professional certificate programs, *etc.*

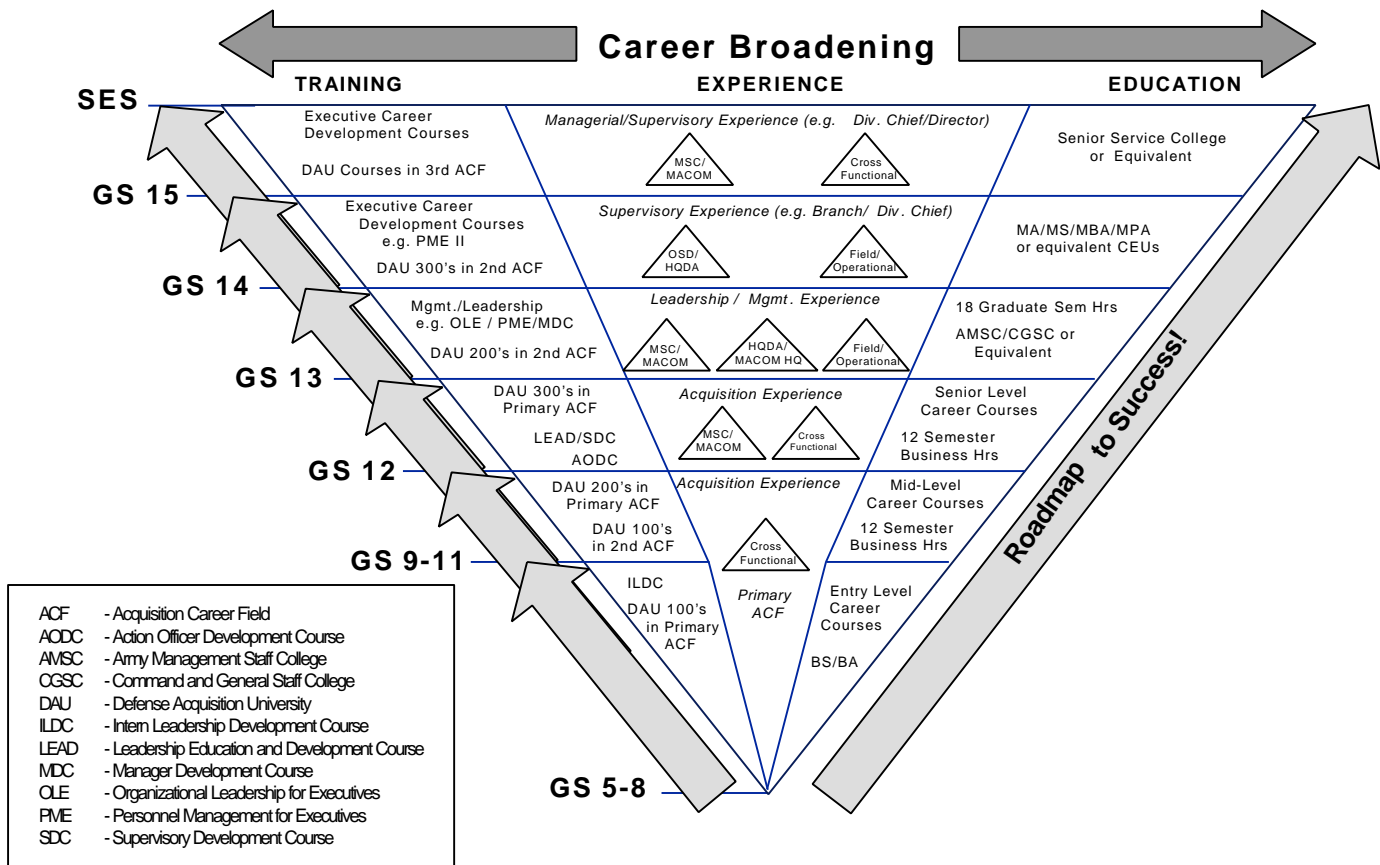


Figure 2 - Civilian Acquisition Career Model

8. Memoranda of Agreement (MOA). MOA will be established between the ACMO and the commanders of locations where members will be assigned. These MOA will outline the specific responsibilities of the gaining organization to which the CDG member is to be assigned, how that candidate will receive personnel support, salary, and other administrative support, as well as the organization's responsibilities for the training and development of the CDG member while he is in the position. A generic MOA is provided as an example at Appendix C.

9. Civilian Personnel Administration.

A. Manpower Spaces.

All CDG manpower slots will reside on the AAESA TDA. The Unit Identification Code (UIC) will be identified after the geographic location has been determined. The Department of Defense Civilian Personnel Management Service has confirmed that the Priority Placement Program (PPP) exception contained in DoD Manual 1400.20-1-M, Chapter 4, paragraph C2b is applicable to employees selected for the AAC CDG program. This exception applies to reassignment into and out of the CDG program.

B. Reassignment Actions.

(1) SF-52, Request for Personnel Action. The AAESA Personnel Management Division will prepare a memorandum for the DDACM's signature to the supervisor of the CDG member. The memorandum will provide signature authority to the immediate supervisor of the CDG program member for the SF-52. It will specify information for the SF-52 (to include UIC, paragraph and line number, organization title, and the appropriation code). The Personnel Management Division will coordinate with the AAESA Resource Management Division to ensure accuracy of the appropriation code data.

(2) The CDG member's immediate supervisor in the gaining organization will be responsible for the preparation and monitoring of the SF-52 as it proceeds through the personnel system at the local installation.

(3) Signatures on the SF-52. Part A, Block 5, *Action Requested By* will be signed by the CDG member's immediate supervisor in the gaining organization. The signature in Part A, Block 6, *Action Authorized By* will be dictated by local procedures at the gaining organization.

C. Job Offers. The civilian personnel specialist at the gaining CPAC will contact the CDG member to make the official job offer. Upon acceptance by the member, an Enter on Duty (EoD) date is established. In order for the CDG member to receive travel orders, the EoD date must be established by the appropriate personnel. Otherwise, the CDG member risks losing some or all of the Permanent Change of Station and/or Defense National Relocation Program entitlements that he may be eligible to receive.

D. Permanent Change of Station (PCS)/Defense National Relocation Program (DNRP). If a CDG member is reassigned to a different geographic location, PCS and DNRP will be authorized and paid for by the Office of the DDACM in accordance with Volume II of the Joint Travel Regulation for PCS and the DNRP Handbook guidelines. At the time the CDG member accepts a government position requiring relocation, he will be responsible for requesting PCS/DNRP through the losing organization.

E. Time and Attendance Reporting. Time and attendance reporting is the responsibility of the immediate supervisor.

F. Rating Chain.

(1) In consonance with the Contribution-based Compensation Appraisal System (CCAS) or Total Army Personnel Evaluation System (TAPES) as applicable, Senior System Support Forms will be completed within 30 days of assignment to the position. The Support Form will be jointly completed by both the immediate supervisor and the CDG member.

(2) For the CCAS method, the rating period will be from October 1, or date of assignment, through September 30. For employees under TAPES, rating periods follow the established rating cycles specified by TAPES or other locally set rating cycles.

(3) The member's immediate supervisor is his rater.

(4) The CDG member's sponsor will senior-rate the member. The sponsor will be the ACMA or another AAC senior leader (GS-15 or equivalent and above) designated by the ACMA at the CDG member's new location.

(5) CDG members should have a mid-point counseling session with their immediate supervisor and sponsor. If the CDG member is not meeting the objectives established in the IDP, the immediate supervisor and sponsor will notify the ACMO and counsel the employee, offering a reasonable opportunity for improvement. CDG members who do not improve after being given an opportunity to improve under a Performance Improvement Plan will be reassigned or removed from the program by the DDACM, in accordance with established civilian personnel regulations. The supervisor will coordinate with the CPAC, the Management-Employee Relations specialist, the Equal Employment Opportunity (EEO) Agency representative, the labor counselor, the sponsor, the Acquisition Career Management Advocate (ACMA), and the ACMO.

(6) Any supervisor of a detail or developmental assignment lasting over 120 days is required to provide the member's immediate supervisor an assessment of his performance during that period.

(7) The rater is responsible for forwarding the individual's rating and Support Form to the ACMO in a timely manner at the end of the rating period for review and approval.

(8) Performance awards may be authorized for the CDG member as recommended by the rater and processed as outlined in DA Pam 690-400. Upon approval by the Director of ACMO, the completed performance award package will be forwarded to AAESA's Resource Management Division. The Resource Management Division will provide fund certification and will forward it to the appropriate CPOC or CPAC. Other contribution-based or accomplishment awards such as on-the-spot cash awards are the responsibility of the host organization.

G. Competitive Area. All CDG members at a particular installation will be placed in one competitive area that is separate from any other organizational element at that installation.

H. Installation Commander Civilian Personnel and EEO Support. The CDG member is supported by the local CPOC or CPAC that services the gaining organization with respect to all personnel activities (e.g., health benefits, CSRS, FERS, TSP,

FEGLI, *etc.*) and the EEO (*e.g.*, POSH training, supervisory training, Affirmative Employment activities, *etc.*) These functions are to be documented in the MOA. The Acquisition Workforce Support Specialist (AWSS) located at various sites serves as a liaison between the ACMO, the installation commander, the ACMA, and personnel offices as appropriate.

10. Resource Management. All resource management issues associated with the CDG program are administered through AAESA's Resource Management Division. Funding for actions associated with the selection of CDG members, to include screening processes, boards, orientation program, and relocation actions, will be authorized by the Office of the DDACM .

A. Funding for Any Other Organization's Efforts. It is the responsibility of the Office of the DDACM to initiate action required for the contracting of services from other organizations, to include the procurement of orientation or training sites. The Resource Management Division will provide the required documentation and fund certification necessary to effect contracts or purchase orders as appropriate.

B. Funding for Selection Board Members. The Office of the DDACM will provide funding and travel orders for selection board members identified for the CDG program board.

C. Funding for CDG Member's PCS/DNRP. The Office of the DDACM will provide management oversight for costs associated with PCS entitlements. The DNRP will be awarded to CDG members who are relocating in accordance with the eligibility criteria outlined in the DNRP Employee Handbook. Fund citations and certifications for all PCS travel orders and/or DNRP expenses will be provided by the Office of the DDACM

D. Temporary Duty Travel (TDY) for Orientation/Training. Funding for TDY travel associated with training developed and/or offered solely for members of the CDG program will be provided by the Office of the DDACM.

E. Defense Acquisition University (DAU). Course funding for mandatory and desired training for members of the CDG program will be the responsibility of the DAU. Administrative documentation will be processed through the U.S. Army Research, Development, and Acquisition Information Systems Activity (RDAISA).

F. Non-DAU Training. All tuition and associated costs for training and education documented on CDG members' IDPs as program specific will be funded, if approved, through the Office of the DDACM.

G. Intra-service Support Agreements (ISSA). Time and attendance, and all other civilian personnel payroll actions will be administered at the duty station. Wherever applicable, ISSAs or appropriate MOA will be established between installation

commanders and AAESA's Personnel Management Division through the Office of the DDACM.

11. Program Execution.

A. Application Process.

(1) **Application Pool.** Members will be selected from Army personnel who have been accepted as CEs prior to the CDG program application deadline, as well as current members of the AAC who can be laterally transferred into a Broadband III position for the "Business Management and Technical Management Professional" career path within the Acquisition Workforce Personnel Demonstration Project. Qualified applicants may apply and compete annually, without restriction, for membership in the CDG program. A new application will be required for each year an applicant wishes to compete for membership.

(2) **Application Process.** Application requirements are posted on the Army Acquisition Homepage, sent out as a PERSCOM message, and sent to the MACOMs and acquisition commands via the ACMAs and AWSSs, *etc.* Applications are submitted to AMB. A deadline is established for AMB's receipt of completed application packages. No application packages are accepted after the deadline.

(3) **Application Review/Validation.** Application packages are reviewed for completeness by AMB. Individual board files are created for each applicant to be used by the CDG selection board. File preparation consists of recording and tracking all applications; printing clean ACRBs; and verifying that all files include all required documents (an ACRB, previous performance appraisals, mobility statement, Senior Rater Potential Evaluation [SRPE], and any other documents that may be identified in future announcements).

(4) **Acquisition Civilian Record Brief (ACRB) Update.** As part of the application procedures, applicants are required to update their ACRBs, correcting inaccurate information and adding any missing information. Corrected ACRBs are validated by requiring the applicant to sign the bottom indicating that corrections and/or changes are true and accurate. Corrected ACRB information is entered into the DACM Database via ADRS by the ACMO. A new ACRB is generated, placed into the applicant's file, and provided to the board for evaluation by AMB.

B. Selection Board Process.

(1) **Convening Authority.** The convening authority for the CDG program selection board is the DDACM. The DDACM authorizes the convening and scheduling of the board, and approves or disapproves board recommendations.

(2) **Board Membership.** Nominations for board members are obtained from the ACMO and Functional Chief Representatives. Nominated board members should be representative of the acquisition functional areas which possess the various experiences and skills applicable to the acquisition workforce. There should be both military and civilian representation from various commands, headquarters, and field organizations. The board members must be at least of the rank/grade of Lieutenant Colonel/GS-14 or equivalent. The chairperson must be at least of the rank/grade of Colonel/GS-15 or equivalent. Final selection of the nominated board members will be done by PERSCOM's AMB. AAESA's Resource Management Division provides the funding citations for TDY along with reimbursement instructions required for board members.

(3) **Board Execution.** An official memorandum is sent from the Office of the DDACM to Commander, PERSCOM requesting that AMB convene the CDG program Selection Board.

(a) AMB schedules the board room with the Secretariat and confirms board dates.

(b) PERSCOM establishes board procedures and processes. A Memorandum of Instruction (MOI) is drafted by PERSCOM and staffed with the Office of the General Counsel, the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA[M&RA]) Civilian Personnel Policy, the Equal Employment Opportunity Agency, and the ACMO and is approved by the DDACM. The MOI will be distributed to all selected board members on the day the board convenes. It will provide them with instructions on how the board will be conducted as well as defining their roles and responsibilities as board members.

(c) The board is conducted to DA Secretariat standards (DA Memo 600-2) under the authority of PERSCOM. PERSCOM's AMB Personnel Management Specialists assure adherence to the Secretariat's board procedures.

(d) The CDG program selection board will base its decisions on the following documents: the ACRB; the three most recent annual performance appraisals; the Senior Rater's Potential Ranking Factor Form; the SRPE form; the DA Form 2302; and any other information requested as part of the application package.

(e) The selected board members will evaluate the entire record of each applicant to assess his potential to assume a leadership position within the AAC. The board reviews an applicant's file against a pre-defined set of criteria. These criteria are outlined in the MOI to the board. A standard part of the board member's charter is to compare each record to the established criteria, recommend selection of the 30 best-qualified individuals for the CDG program, produce an order-of-merit list, and prepare a detailed after-action report highlighting the collective observations, concerns, and recommendations with regard to the selection process. The recommendation of the board is forwarded through command channels to the DDACM for final approval.

(f) AMB will then prepare a detailed analysis of the qualifications of those selected. The analysis will be forwarded to ACMO for distribution to the Army Acquisition Workforce (AAW). This permits future candidates to see the qualifications

of those selected as well as providing other information of interest to the workforce relative to the program and the process.

(g) The official request for an individual's release date from their current assignment will be made by the servicing civilian personnel activity.

(4) **Senior Rater Potential Evaluation.** The SRPE initiative was developed to provide an evaluation of leadership potential for the acquisition civilian workforce. It is similar to that which is available for military personnel. In completing this evaluation, senior raters are requested to rate the leadership potential of their employees using the specified leadership competencies.

(5) **Notification of Selectees.** CDG program selectees will be notified of their selection by letter after the board results are approved. At this time the selectee has the opportunity to accept or decline CDG membership prior to initiation of the placement process.

C. Generic Developmental Assignment Positions. Generic developmental assignment positions for CDG members have been established on AAESA's TDA, with funding provided by the Office of the DDACM. The ACMO will request developmental assignment profiles from the FCRs and ACMAs. When developing a CDG program assignment profile, the ACMA or FCR must ensure that potential supervisors are aware of the CDG program and its objectives. A MOA between the commander and ACMA of the gaining organization, the Office of the DDACM, and the FCRs (Appendix C) will be signed to document support of the CDG program and position within the gaining organization.

(1) **Developmental Position Utilization.** ACMAs/FCRs will recommend developmental assignments to the DDACM. The assignments will best capitalize on the CDG members' developmental needs. Once in an assignment, members can be detailed to a set of duties that may be at another location and/or within another functional area.

(2) **Developmental Assignment Priority.** Ideal CDG assignment profiles will be those that make an individual more competitive for a CAP. Each CDG member will have a unique "ideal" assignment. A "preferred" position is one, which is located in the member's local commuting area where the member's sponsor is a senior military or civilian supervisor at the rank/grade of Colonel/GS-15 or equivalent.

(3) **Supervisors for Developmental Positions.** Supervisors for developmental positions must be ACC members and be certified Level III in the ACF required by their position.

D. Placement Procedures.

(1) **Purpose.** The placement process consists of matching the CDG member with an appropriate three-year developmental assignment. This occurs after the PERSCOM CDG selection board's recommendations have been approved by the Office of the DDACM. These assignments are made non-competitively and as an exception to the provisions of paragraph 2-13c of AR 690-950, Career Management.

(2) **Responsibilities.** The DACM is responsible for the CDG program. He has assigned the DDACM overall responsibility for the program and its policy and procedures for placing CDG members against developmental assignments. The ACOMO is responsible for management and oversight of this process on his behalf.

(3) **Developmental Assignments.** The ACOMO will solicit developmental assignments from the FCRs and ACMAs. Using the CDG Assignment Profile form (a blank form is shown at Appendix E), FCRs and ACMAs will create an assignment profile for each nominated developmental assignment. The assignment profile will include activities, which are other than education and training. These activities should enable the CDG members to learn new skills, achieve a Level II or Level III certification in a new ACF, and develop or improve abilities needed for current and future assignments. The assignment profile may consist of such activities as rotational/developmental assignments within the same function or organization or rotational/developmental assignments outside of the organization. The supervisor/rater and senior rater should also be identified on the Assignment Profile. These individual profiles will then be used to identify the pool of potential assignments for CDG members.

(4) **Process.** The placement of CDG members into developmental assignments involves an analysis of each individual's education, previous work experience, training, certification(s), and preferences against the needs of the AAC. The following documents should be used as guides by FCRs and ACMAs to identify the type of assignment that would benefit the CDG member, the AAC, and the Army:

(a) Acquisition Corps Quality Achievement Factors Guide for Career Planning (Figure 1). The QAFs represent a combination of education, experience, and training designed to make acquisition employees competitive in filling CAPs through SES. In the placement process, the QAFs are used as a benchmark in assessing the CDG member's education, previous work assignments, training, and certification level(s) against his developmental needs.

(b) Civilian Acquisition Career Model (Figure 2). The Civilian Acquisition Career Model is the "roadmap to success" that communicates the desired education, experience, and training goals of the AAC. The focus of this model is on developing acquisition leaders and managers early-on in their careers and giving them a broad-based knowledge of the various acquisition functions overlaid with leadership and management experience. The model also provides a broad view of the different career development activities within the acquisition career track. The timeframes and grade

levels for accomplishments of the activities are given only as a guide. The Civilian Acquisition Career Model is based on the QAFs matrix.

(c) Certification Standards. DoD Acquisition Workforce Certification Standards provide the mandatory education, experience, and training requirements for certification in the various ACFs.

(d) OPM and Career Program Requirements. It is important to note that in following the roadmap, CDG members must also meet any education, training, or self-development courses required of all Army civilians as well as any requirements specific to the Functional Career Program into which the CDG member is being placed. Appendix F provides a Web location for detailed information regarding Acquisition Career Program occupational series, job titles, and qualification requirements.

(e) Critical Acquisition Positions. Throughout the placement process, distribution of CAPs must be taken into consideration as this may provide the best opportunities for career advancement.

(f) Acquisition Civilian Record Briefs. The CDG member's ACRB is the official document that provides the most current information on mandatory acquisition/leader training and date completed; previous education (academic discipline and type of degree); assignment history (including organization name, location, command, series, acquisition position category); and ACFs and the levels at which certified.

(g) Senior Rater Potential Evaluation. The purpose of the SRPE is to identify the future civilian leadership of the AAC. Senior raters have rated the CDG members in several leadership effectiveness competencies using the Senior Rater Potential Rating Factors Form and commented on the CDG members' potential using the SRPE form. The SRPEs will identify CDG members' strengths and weaknesses and may include recommendations on types of assignments.

(h) Preferences. The CDG members' preferences for assignments to HQDA/PEO/MACOM/command, ACFs, geographic locations, life-cycle phases, and areas of concentration are recorded as part of the application process.

(5) **Procedures.** FCRs and ACMAAs should use the following procedures to identify developmental assignments for CDG members. A blank CDG Placement Worksheet is provided at Appendix G.

(a) From the ACRB, evaluate work experience for levels of organizations in which the member was previously employed (e.g., Joint, PEO, MACOM, PM, MSC, etc.) as well as the ACF(s) in which he has previously served and the certification level which was achieved. (This information should already have been annotated in the *Actual* column of the CDG Placement Assignment Worksheet by the ACMO.)

(b) From the OPM Form C, consider the CDG member's preferences for commands, acquisition position categories, geographic locations, acquisition life cycle phases, and areas of concentration. (The CDG member's preferences should already have been annotated in the *Desires* column of the worksheet by the ACMO.)

(c) At this point, the FCR/ACMA should review the information provided on the CDG Placement Worksheet (*Actual* and *Desires* columns).

(d) Using the experience portions of the QAFs and the Civilian Acquisition Career Model for the type(s) of experience that might be typical for CAP personnel, the *Needs* column of the CDG Placement Worksheet should be annotated by the FCR/ACMA to indicate which work experiences the CDG member requires.

If the member is certified in one or two ACFs, the FCR/ACMA should recommend a second or third ACF and annotate the *Placement* column of the worksheet accordingly.

(e) As the process is underway and CDG members are identified for positions, the distribution of CAPs must be considered as this may provide the best opportunities for career advancement.

(f) When an assignment is identified, annotate the *Assigned To* block of the CDG Placement Worksheet with the command/PEO, duty station, pay plan, grade, occupational series, and ACF on the CDG Placement Worksheet.

(g) The FCR/ACMA should now complete the Assignment Profile at Appendix E with the proposed developmental activities, information on the supervisor/rater and senior rater.

(h) Once these actions are completed, the FCR/ACMA will forward the Assignment Profile, the CDG Placement Worksheet, and all other material to the Acquisition Career Management Office, ATTN: SARD-ZAC (CDG).

(6) At this point an annual CDG Placement Board will review and validate the recommended developmental assignments, ensure OPM and ACF requirements are met, resolve duplicative assignments, and then forward the package to the DDACM for approval. The CDG Placement Board is comprised of the following persons:

- (a) FCRs, as available;
- (b) ACMAs, as available;
- (c) Civilian Acquisition Proponency Officers;
- (d) FASs;
- (e) Personnel Management Officer from AAESA.

(7) The ACMO will forward the approved developmental assignments to AMB, the FCRs and the ACMAs.

(a) AMB will contact the servicing civilian personnel agency to offer the assignment to the CDG member.

(b) The FCRs/ACMAs will direct their gaining activities to initiate personnel actions to their servicing CPOCs or CPACs to fill the developmental assignment(s).

(8) **Disposition.** CDG Placement Worksheets and any other CDG program working papers will be retained in the individual member's career management file in accordance with AR 25-400-2. These files will be maintained by the AMB.

E. Competitive Development Group Orientation.

(1) **Purpose.** CDG members will receive an orientation prior to their placement into a developmental position. The purpose of the orientation is to provide detailed education, training, and career development information to the CDG member. The

intent is to provide the framework for developing cross-functional and multidisciplinary acquisition leaders capable of meeting the challenges of the twenty-first century. Supervisors, sponsors and FCRs (or their designated representatives) from the ACFs will also be invited to attend.

If a developmental assignment involves a PCS, the member may attend the orientation on a TDY basis prior to their PCS move. TDY will be authorized for all selectees and their supervisors at the gaining organization.

(2) Objectives.

(a) Develop a detailed IDP for each CDG member to complete during the three-year program. The IDP will outline the education, experience, and training designed to make the member more competitive for selection to a CAP.

(b) Provide the member, his immediate supervisor, and his sponsor with the CDG program goals.

(c) Provide CDG supervisors with an understanding of their individual roles and responsibilities.

(d) Provide the member and his supervisor with an understanding of how the various offices within the DACM's organizational structure contribute to the acquisition career management of each individual.

(e) Provide the member and his immediate supervisor an understanding of the roles of the FCRs, the FASs, and the Proponency Officers as well as the roles and responsibilities of the ACMA and AWSS at their location.

(f) Provide reference materials regarding available education, development opportunities, training, and other subjects of interest.

(3) Location and length. The orientation will be approximately three days in length and will be held in the National Capitol Region (NCR).

(4) IDP Development. Detailed information regarding the CDG member's previous education, experience, and training will be used to develop an IDP. This is a joint effort by the Proponency Officers in the ACMO, the FASs, the FCRs, the members, their immediate supervisors, and their sponsors (IDP development team). This team of subject matter experts will focus on identifying the appropriate types of work experiences that the member needs to participate in during his three-year developmental assignment. The assignments identified should produce the meaningful cross-functional and multi-disciplinary competencies needed to meet the QAFs and develop our future acquisition leaders. The IDP will be developed using the following methodology:

(a) Using individual career program Army Civilian Training, Education & Development System (ACTEDS) plans (if available), the ASA(M&RA) competitive leadership core curriculum, DAU mandatory training catalog, QAFs, the Acquisition Education & Training (AE&T) opportunities catalog, and the Civilian Acquisition Career Model, the IDP development team will create a draft IDP which describes the education, experience, and training required at various stages of the CDG member's developmental assignment.

(b) Recommended assignments will be recorded on the IDP along with the identified education and training

(c) During the orientation, the draft IDP will be supplemented with training courses identified by the CDG member and his supervisor. The CDG member, his immediate supervisor, the Proponency Specialist, the FAS, and an FCR representative will review the IDP and make any necessary adjustments.

(d) Once the orientation has adjourned, the ACMO will review the IDPs and return them to the member and his gaining immediate supervisor within 30 days. The IDP is not considered final until it has been signed by the member, his gaining immediate supervisor, his Proponency Specialist and/or FAS, and an FCR representative.

(e) The finalized IDP will become a living document that may be revised or updated as required during the developmental assignment. It will be maintained by the CDG member and his gaining immediate supervisor. A copy will be furnished to the CDG member's FAS for inclusion in the individual career management file. The FAS will facilitate and monitor IDP completion by the CDG member.

F. Program Completion.

(1) Successful completion of the CDG program entails achievement of the goals identified in each member's IDP over a three-year period or successfully competing for a promotion into a CAP.

Upon completion of the program, CDG members who have not received a promotion to a CAP, but have successfully completed their IDP objectives, will be accessed into the AAC and laterally reassigned to a position fulfilling one or more of the following requirements:

(a) Greater responsibility in an ACF in which they have served prior to the CDG program;

(b) A position in an ACF for which they have become qualified during the CDG program;

(c) Any position fulfilling a short or long-range goal on his IDP;

(d) A position at a different echelon, organization, or command.

(2) CDG members will be assisted in identifying follow-on assignments by the ACMO, Proponency Officers, FASs, and FCRs.

(3) **Career Program Registration.** CDG members from the Comptroller, Supply Management, Materiel Maintenance Management, Transportation Management, Contracting, Quality and Reliability Assurance, or Information Mission Area Career Programs (CPs 11, 13, 17, 24, 14, 15, or 34 respectively) should ensure they have a current ACCES registration identifying their experience and desired job categories and locations. Individuals in the Engineers and Scientists (non-construction) career programs are encouraged to register in DACADS. Once entered into the DACADS system, CPOCs and/or CPACs mail vacancy announcements to individuals whose data

matches the occupational series, specialty or function, or other appropriate screening factors.

12. Maintaining the CDG Program. Membership for the first two CDG year groups (fiscal years [FY] 1997 and 1998) consisted of the 25 best-qualified applicants. The third year group (FY99) will consist of 30 individuals. Upon selection of the year group FY01, the CDG program will reach its steady state of 90 members. This membership number will be evaluated periodically.

A. Meetings. Three or four formal meetings between the CDG members and the DDACM/ACMO will be held annually. These meetings will be used to gather feedback on the CDG program and provide members with the latest CDG/acquisition information. In conjunction with subsequent CDG orientations, all current CDG members will be invited back to the NCR for an annual meeting. This will provide the members the opportunity to provide feedback as a whole, and to learn about obstacles encountered and overcome from other CDG members.

B. DDACM Visits. Once or twice annually the DDACM will visit the AAW and AAC members at various locations across the country. During these visits the DDACM and members of the ACMO will meet with CDG members.

C. Field Trip. CDG members will be sent on a group field trip or group training session once per year for leadership training.

13. Program Evaluation. Early identification of issues and problems, as well as successes, is paramount to the success of the CDG program. Feedback from the members, their immediate supervisors and sponsors, ACMAs, FCRs, and all others involved in the program, is a valuable tool that can be used for program evaluation. CDG members will have a direct communication link to the ACMO through their assigned FAS and the CDG list server on the Internet.

A. Board Execution. Lessons learned from the board process and the Selection Board After-action Report will be used to identify problems and institute solutions to improve the board selection process.

B. Orientation. At the CDG orientation, feedback will be requested from all of the participants. This will include requesting comments/suggestions on the application process, the placement process and results, and the orientation itself. The results will be used to evaluate the processes up to that point and to institute changes as deemed necessary by the ACMO.

C. Quarterly Survey. After completion of the orientation, the ACMO will poll the CDG members, their immediate supervisors and sponsors, and the FCRs to determine developmental progress, issues, concerns, and lessons learned. It will survey IDP progress and will address any impediments encountered to achieving IDP goals. This

feedback will be used by the FASs and Proponency Officers to evaluate whether or not the CDG member's new organization is supportive of the program. The feedback will also be used to establish a communications channel for any and all issues that might arise. In addition to the quarterly survey used during the CDG assignment, another survey will be used to query the CDG graduates and their new supervisors one year after completion of the three-year program. The ACMO will use the surveys to determine the effectiveness of the CDG program and to make necessary changes to it.

Appendix A

REFERENCES

X-118C, Office of Personnel Management Qualification Standards Handbook

DoD 1400.20-1-M, Program for the Stabilization of Civilian Employee Policies, Procedures, and Programs Manual

Defense National Relocation Program Employees Handbook

Joint Travel Regulations

AR 25-400-2, Modern Army Recordkeeping System (MARKS)

AR 350-1, Army Training and Education

AR 690-950, Civilian Career Management

Civilian Personnel On-line (www.cpol.army.mil)

DA Pam 690-400, 1 June 1993, Total Army Performance Evaluation System (TAPES).

DA Memo 600-2, Policies and Procedures for Active Component Officer Selection Boards.

Appendix B

ACRONYMS

<u>ACRONYM</u>	<u>DEFINITION</u>
AAC	Army Acquisition Corps
AAESA	Army Acquisition Executive Support Agency
AAW	Army Acquisition Workforce
ACCES	Army Civilian Career Evaluation System
ACF	Acquisition Career Field
ACMA	Acquisition Career Management Advocate
ACMO	Acquisition Career Management Office
ACRB	Acquisition Civilian Record Brief
ACTEDS	Army Civilian Training, Education & Development System
ADRS	Acquisition Data Review System
AMB	Acquisition Management Branch
AODC	Action Officer Development Course
AWPDS	Acquisition Workforce Position Data Sheet
ASA(M&RA)	Assistant Secretary of the Army, Manpower and Reserve Affairs
AWSS	Acquisition Workforce Support Specialist
CAP	Critical Acquisition Position
CCAS	Contribution-based Compensation Appraisal System
CDG	Competitive Development Group
CE	Corps Eligible
CP	Career Program
CPAC	Civilian Personnel Advisory Center
CPOC	Civilian Personnel Operations Center
CSRS	Civil Service Retirement System
DA	Department of the Army
DACADS	Department of the Army Civilian Announcement Distribution System
DACM	Director, Acquisition Career Management
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DDACM	Deputy Director, Acquisition Career Management
DoD	Department of Defense
DNRP	Defense National Relocation Program
EEO	Equal Employment Opportunity
EOd	Entry on duty date
FAS	Functional Acquisition Specialist
FC	Functional Chief
FCR	Functional Chiefs' Representatives

<u>ACRONYM</u>	<u>DEFINITION</u>
FEGLI	Federal Employees Group Life Insurance
FERS	Federal Employees Retirement System
HQDA	Headquarters, Department of the Army
IDP	Individual Development Plan
ISSA	Intra-service Support Agreement
MACOM	Major Command
MARKS	Modern Army Recordkeeping System
MOA	Memorandum of Agreement
MOI	Memorandum of Instruction
MSC	Major Subordinate Command
NCR	National Capitol Region
PCS	Permanent Change of Station
PEO	Program Executive Officer
PERSCOM	U.S. Total Army Personnel Command
PM	Program/Project/Product Manager
PPP	Priority Placement Program
QAF	Quality Achievement Factor
RDAISA	Army Research, Development and Acquisition Information Systems Activity
SRPE	Senior Rater Potential Evaluation
TAPES	U.S. Total Army Personnel Evaluation System
TDA	Table of Distribution and Allowances
TDY	Temporary duty
TSP	Thrift Savings Plan
UIC	Unit Identification Code

Appendix C

MEMORANDUM OF AGREEMENT
BETWEEN
THE DIRECTOR, ACQUISITION CAREER MANAGEMENT
AND
COMMANDER, -----

SUBJECT: Establishment of a Memorandum of Agreement for the Army Acquisition Corps Competitive Development Group

1. PURPOSE. This Memorandum of Agreement (MOA) establishes an agreement between the Office of the Director, Acquisition Career Management (DACM), Office of the Assistant Secretary of the Army for Research, Development and Acquisition, Washington, DC, and the Commander, _____ for the purpose of supporting the Army Acquisition Corps (AAC) Competitive Development Group (CDG) at _____. The CDG is a group of high potential Army employees, competitively board-selected, who will be provided expanded training, leadership, and career development opportunities to prepare them for future AAC leadership positions.

2. REFERENCES.

a. Public Law 101-510, Title XII, Defense Acquisition Workforce Improvement Act (DAWIA).

b. DoD 5000.52-M, November 1995, subject: Career Development Program for Acquisition Personnel.

c. AR 70-1, Army Acquisition Policy

d. U.S. Army Chief of Staff memorandum, January 11, 1990, subject: Army Acquisition Corps.

e. Memorandum, Office of the Assistant Secretary for Research, Development, and Acquisition, SARD-ZAC, October 26, 1995, subject: Army Acquisition Career Management Update 95-01.

f. Memorandum, Office of the Assistant Secretary for Research, Development, and Acquisition, SARD-ZAC, February 27, 1996, subject: Army Acquisition Corps Policy Memorandum 96-04, Army Acquisition Corps Eligible Program.

g. AR 690-950, September 1998, subject: Career Management.

3. RESPONSIBILITIES.

a. The Director, Acquisition Career Management (DACM), through the Deputy Director, Acquisition Career Management (DDACM), is responsible for managing the CDG program. As such, the Office of the DDACM will provide human resources support and guidance for the establishment and sustainment of the CDG member and associated position, with the following specific support:

(1) Document CDG positions on the AAESA TDA and approve any requests to fill the positions. The CDG positions will be identified as Army Acquisition Workforce (Code ZB). The Request for Personnel Action (SF 52) will be coded to reflect duty station at _____.

(2) Fund salary costs, award payments, pay and allowances, travel, training, Permanent Change of Station, and other costs associated with the CDG members.

(3) Be the approval authority to authorize Department of Defense Relocation Services for Employees.

(4) Designate AAESA to initiate all personnel actions necessary. Approve personnel actions to include awards and recruitment actions on CDG members.

(5) Designate AAESA Resource Management Division to provide financial accounting support for operations associated with this mission.

(6) Monitor change in payroll actions (TSP, leave transfer, retirement) to ensure a smooth transition of benefit records for the CDG member.

(7) Retain position classification authority.

(8) Be the deciding official in grievances filed in accordance with the DoD Administrative Grievance system.

(9) Designate a senior rater in the Office of the DACM for the CDG member.

(10) Designate a single competitive area for the CDG.

b. Commander, _____ will:

(1) Provide civilian personnel support to the CDG members to include processing personnel actions, preparing Permanent Change of Station orders, in-processing the employee, providing information relating to health benefits, ensuring evaluations are completed in a timely manner, and providing guidance where management-employee relations are concerned.

(2) Provide financial and payroll support by ensuring there is no break in the CDG members pay.

c. First Line Supervisor will:

(1) Provide working space, office furniture, computer equipment, Internet access, and administrative and logistical support for the CDG member to include access to telephones and reproduction equipment.

(2) Develop meaningful and measurable objectives for the Support Form for the Total Army Performance Evaluation System (TAPES) in conjunction with the CDG member.

(3) Serve as Rater for the CDG member, approve within grade increases, and/or nominate the CDG member for monetary and honorary awards.

(4) Serve as a sponsor to the CDG member by participating in his or her career development while supervising the CDG member.

(5) Attend and participate in IDP development at the CDG orientation and attend all subsequent CDG meetings as required.

(6) Plan for and release CDG member for education, training, and career development activities documented on his or her Individual Development Plan (IDP).

(7) Informs DDACM when requests for personnel action are required.

(8) Provide time and attendance reporting support for CDG members.
Approves request for leave.

d. Competitive Development Group members will:

(1) Serve in the assignment and fulfill the requirements identified in their IDP.

(2) Prepare meaningful and measurable objectives for the TAPES Support Form in conjunction with the supervisor.

4. EFFECTIVE DATE. This MOA becomes effective upon signature of all parties involved. The MOA will be reviewed on an annual basis by both signatories to determine currency of MOA provisions. Provisions of the MOA will be augmented by the Office of the DACM memoranda to clarify, specify, and adjust programs, systems and/or projects.

5. MODIFICATION/TERMINATION. This MOA may be modified or amended upon significant organizational, mission or support changes. Modifications/amendments must be in writing and agreed to by all parties involved. If this MOA is terminated, notification should be made at least 180 days in advance.

6. MOBILIZATION. In the event of mobilization or other national emergency, this MOA will remain in effect; however, it will be reviewed and modified as necessary.

COMMANDER

DIRECTOR, ACQUISITION CAREER
MANAGEMENT

Date

Date

Appendix D

CDG ASSIGNMENT PROFILE

NOMINATED BY:

Name _____ Command/Activity _____

Telephone Number _____ DSN _____ FAX _____

Email address _____

ASSIGNED TO _____

(Command/PEO/PM, Duty Station, Pay Plan, Grade, Occupational Series, ACF)

DEVELOPMENTAL ACTIVITIES	
PLANNED ACTIVITY	LOCATION
DATE PROPOSED	
SUPERVISOR'S BIOGRAPHICAL SKETCH (or attach current ACRB)	
NAME	
SERIES & GRADE	
AAC MEMBER	YES NO
TITLE	
ACF & Certification Level	ACF & Certification Level
ASSIGNED TO	
CIVILIAN SCHOOLING (Degree, School, Course of Study, Year)	
MILITARY SCHOOLING (CSC, SSC, Year)	
CIVILIAN EXPERIENCE (List four significant assignments, organizations, locations, job titles, years)	
1	
2	
3	
4	

SENIOR RATER:

NAME _____ TITLE _____

GRADE _____ COMMAND/ACTIVITY _____

Appendix E

Acquisition Career Fields Occupational Series (DoD 5000.52-M)

	ACF TITLE	OCC SERIES
A	Program Management	301, 334, 340, 343, 391, 560, 801, 8XX, 1101, 1301, 1515
C	Contracting	1101, 1102
D	Industrial/Contract Property Management	1102, 1103, 1150
E	Purchasing & Procurement Technician	1105, 1106
G	Manufacturing & Production	301, 8XX, 1150, 1152
H	Quality Assurance	018, 028, 334, 414, 660, 8XX, 13XX, 15XX, 1910
K	Business, Cost Estimating, & Financial Management	110, 301, 343, 501, 505, 510, 560, 8XX, 1101, 1515, 1520, 1530
L	Acquisition Logistics	346, 8XX, 1515
R	Communications--Computer Systems	301, 334, 343, 391, 392, 801, 854, 855, 1101, 1515, 1550
S	Systems Planning, Research, Development, and Engineering	180, 4XX, 8XX, 13XX, 15XX
T	Test & Evaluation	8XX, 13XX, 15XX
U	Auditing	511

Note: DODI 5000.58, Defense Acquisition Workforce, page 2-4, Definitions, specifically excludes positions of PEO, PM, DPM, and positions which involve managing or supervising acquisition personnel, from being designated as developmental.

Minimum Qualifications for Acquisition Career Fields Occupational Series

NOTE: For up-to-date qualifications, visit the World Wide Web at <http://www.cpol.army.mil/stds/index.html>.

Appendix F

CDG PLACEMENT WORKSHEET

CDG PLACEMENT WORKSHEET

NAME: _____ Date: _____

EXPERIENCE	ACTUAL	DESIRES	NEEDS	PLACEMENT
LEADERSHIP/MGMT POSITION(S)				
PM ASSIGNMENT(S) (PMO NAME(S))				
PEO ASSIGNMENT(S) (PEO NAME(S))				
MACOM/MSC/JOINT ASSIGNMENT(S)				
HQDA/HQ MACOM ASSIGNMENT(S)				
	CERTIFIED	DESIRES	NEEDS	PLACEMENT
PRIMARY APC/ACF				
SECONDARY APC/ACF				
TERTIARY APC/ACF				
OTHER APC/ACF				
OTHER APC/ACF				

	GEOGRAPHIC	LIFE CYCLE	AREA OF CONCENTRATION
1 ST PREFERENCE			
2 ND PREFERENCE			
3 RD PREFERENCE		NO 3 RD PREF	NO 3 RD PREF
PLACEMENT			

COMMENTS:

ASSIGNED TO

(Command/PEO/PM, Duty Station, Pay Plan, Grade, Occupational Series, ACF)

CONCURRENCE:

FCR _____ DATE _____

ACMA _____ DATE _____

PROPENSITY OFFICER _____ DATE _____

AMB _____ DATE _____

CAREER DEVELOPMENT OFFICER
_____ DATE _____

DDACM	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	DATE_____
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